

ROUTING AND RECORD SHEET**SUBJECT:** (Optional)

Inspection Report of the Office of Public Affairs

FROM: Thomas H. White
Director of Information Services
1206 Ames**EXTENSION****NO.****DATE**

17 JUL 1981

TO: (Officer designation, room number, and building)**DATE****RECEIVED****FORWARDED****OFFICER'S
INITIALS****COMMENTS** (Number each comment to show from whom to whom. Draw a line across column after each comment.)1. Executive Officer, DDA
7D-24, Hqs.

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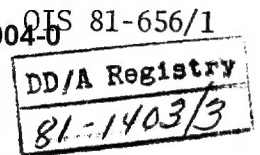
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17 JUL 1981

MEMORANDUM FOR: Executive Officer, DDA

FROM: Thomas H. White
Director of Information Services

SUBJECT: Inspection Report of the Office of Public Affairs

REFERENCE: Your routing sheet dated 7 July 1981, same subject

The Office of Information Services has reviewed Chapter V of the Inspection Report of the Office of Public Affairs. Several errors of fact were noted, and one area pertinent to the review of manuscripts which I believe should be mentioned are included below:

a. The statement under Membership (paragraph 3, page V-3) that HR ☐ permits the current employee to submit his manuscript for review either to his directorate or to the Board is incorrect. HR ☐ states that present employees will submit writings...through the responsible Deputy Director or Head of Independent Office to the Board. The Deputy Director or Head of Independent Office may decide that review by the Board is unnecessary and may authorize public release of the material. However, employees may elect to make submissions directly to the chairman of the PRB for determination of the necessity for Board review.

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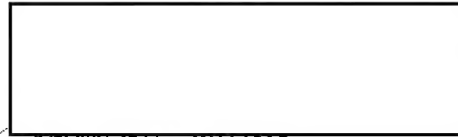
b. The first sentence under Directorate Approvals (page V-7) is also misleading, in that it states that HR ☐ permits active employees to clear publications and presentations through their directorates. It should state that HR ☐ requires submission to the Board through the responsible Deputy Director or Head of Independent Office.

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c. In the section on Computer Support for PRB (first paragraph, page V-15), the statement that the current DDCI approved the reprogramming of \$29,000 of OPA funds sometime after 10 December 1980 appears to be in error, since the tape of the Church Committee report was in OCR by February 1980. Possibly, the date of 10 December 1980 mentioned earlier in the paragraph was meant to be 10 December 1979.

d. A procedure which has been discussed regarding the review of manuscripts, and which was not mentioned in the Inspection Report, is the feasibility of centralizing the review process in one component. The current procedure requires that a minimum of seven different components review a manuscript. An alternative offered was for one component, specifically

the Classification Review Division of the Office of Information Services, to review the manuscript and, in the case of uncertainty or doubt about any of the specifics, check with other appropriate components. The savings in man-hours spent in a centralized review would be considerable. The criteria for review would be followed more closely and a body of truly professional reviewers who are knowledgeable of all the intricacies of manuscript review would be developed.



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